




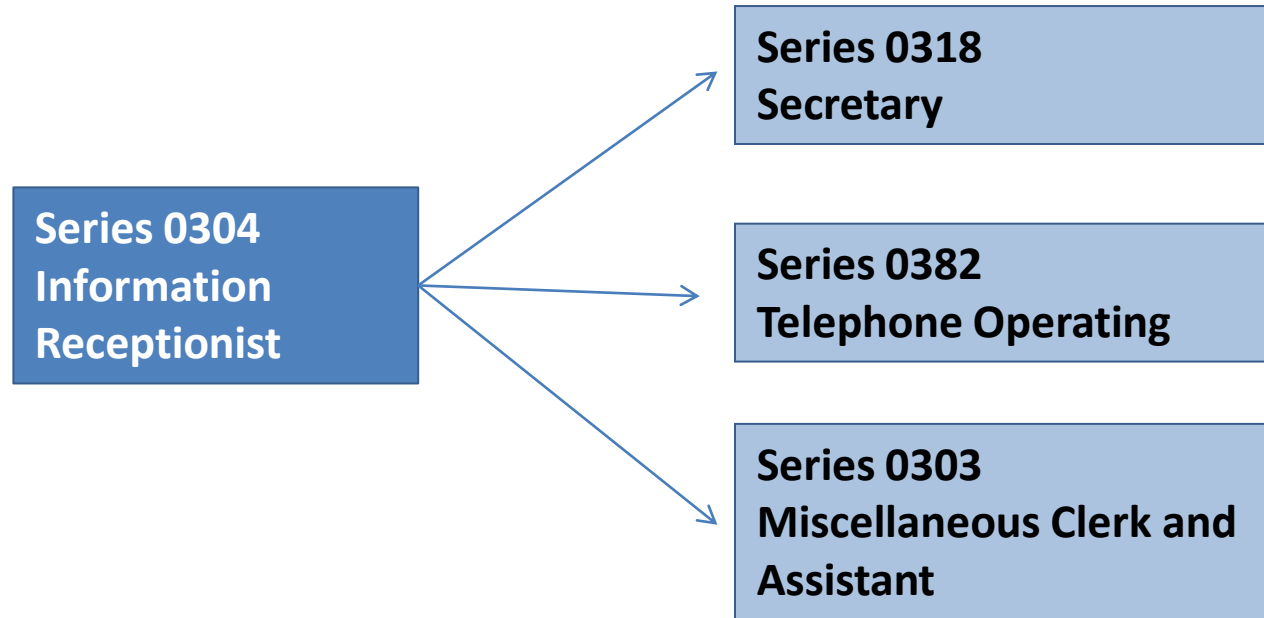


Series 0304 Information Receptionist -- *Career Roadmap*

		CWDA Skill Level 1: YB/YC-1 (GS 1-6)
	Academic Credential Requirement:	May combine education (HS or above) and or experience to qualify. Details at: opm.gov/qualifications/standards/group-stds/gs-cler.asp
	Competency Requirements:	<ul style="list-style-type: none"> -Analyzing Data or Information -Documenting/Recording Information and Data -Making Decisions and Solving Problems -Organizing, Planning, and Prioritizing Work -Performing Administrative Activities -Working with the Public -Processing Data or Information
	Experience Requirement:	<p>NSPS: No time-in-grade requirement-must meet minimum standard for lowest level in payband (YB1=GS01)+ position specific requirements/selective factors.</p> <p>For GS: Ranges from none for GS1, up to 1 year for GS5/above, depending on the grade. For details see: opm.gov/qualifications/standards/group-stds/gs-cler.asp</p>
	Other Certifications:	May require qualified typist.
	Desired Leadership Competency Level (CLD):	Foundation

Career Opportunities

Related Job Series: The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



Competencies: You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within [CWDA](#).

Additional Opportunities: You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).